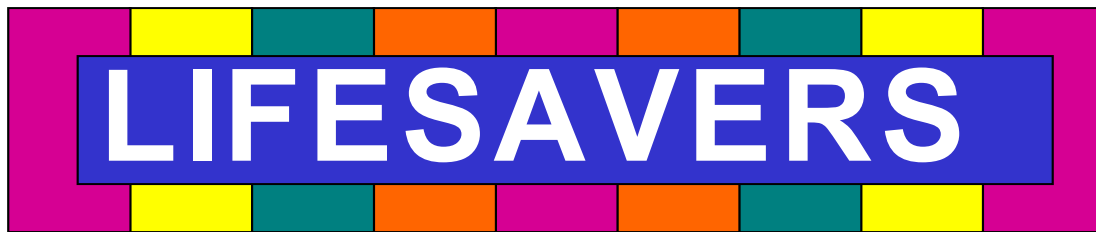


Assistive Technology



For Boardmaker 6.0

Created by Marcia Sterner
FDLRS Region 3 Technology Specialist
marcia.sterner@ocps.net

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Boardmaker 6.0—Paint Tools



- | | |
|-------------------------------|------------------------|
| ① <i>Pointer Tool</i> | ⑨ <i>Eraser Tool</i> |
| ② <i>Color Tool</i> | ⑩ <i>Rotate Tool</i> |
| ③ <i>Line Tool</i> | ⑪ <i>Fill Tool</i> |
| ④ <i>Zoom In Tool</i> | ⑫ <i>Invert Tool</i> |
| ⑤ <i>Zoom Out Tool</i> | ⑬ <i>Fill All Tool</i> |
| ⑥ <i>Flip Horizontal Tool</i> | ⑭ <i>Marque Tool</i> |
| ⑦ <i>Pencil Tool</i> | ⑮ <i>LassoTool</i> |
| ⑧ <i>FlipVertical Tool</i> | |

****Always choose the tool first and then choose the color.**

Note: The paint tools will appear only after you select a symbol with the **Pointer Tool**.

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****Always choose the tool first and then choose the color.**

Note: The paint tools will appear only after you select a symbol with the **Pointer Tool**.

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Boardmaker 6.0 Quick Start—Creating a New Board

1. Open Boardmaker. Select "Open a new board". You will see a blank page.
2. Go to **File** and select **Print Setup**. Select **Print Setup** again in this window. Select the printer you will be printing to. Select page orientation (portrait or landscape) and paper size (letter or legal). Click **OK** and then select **Use Printer Page**. Click **OK** again.
3. In the draw window click on the **Button Tool** (to the right of the arrow tool). To create your first cell, click, hold and drag diagonally to create a box. (Holding the shift key down while doing this will keep the box square.)
4. To create a grid of cells, click on the **Button Sprayer Tool** (to the right of the Cell Tool) then click, hold and drag diagonally to create the number of cells desired. To adjust the spacing between cells go to File and Print Setup. In the window change the values in the Gap Width and Gap Height windows. A value of 0 (zero) will spray the cells with no spaces between.
5. To search for a symbol, click on the **Symbol Finder Tool** (the silly face) . Type the word in the **Search Text Field**. Use the white forward and backward arrows to scroll through the found picture set or you can use the **Thumbnails Button** (button with 4 shapes) to view all the selections at once.
6. Once you decide on the picture click in the cell you want to paste it into or if the cell is already outlined in red, pressing the enter key on the keyboard will automatically paste the picture there.
7. Repeat steps 7 & 8 until all the cells are

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Boardmaker 6.0 Quick Start—Using a Template

1. Open the Boardmaker program.
2. Select "**Open a template**".
3. Open the appropriate folder (ex. communication devices), then scroll through and select the template you need.
4. Once template is open, go to "**Save as**" under the **File** menu and name your board. Click **Save**. Boardmaker automatically saves things you create in the **My Boards** folder which is located in the **My Documents** folder.
5. Select the **Symbol Finder Tool** (the silly face) to begin pasting pictures in your template.
6. To search for a symbol, type the word in the **Search Text Field**. Use the white forward and backward arrows to scroll through the found picture set. You can also use the **Thumbnails Button** (button with 4 shapes) to view all the selections at once.
7. Once you decide on the picture click in the cell you want to paste it into or if the cell is already outlined in red, pressing the enter key on the keyboard will automatically paste the picture there.
8. Repeat steps 7 & 8 until all the cells are filled.
9. Print your overlay making sure paper size and orientation are right for the template used. Go into Print Setup to make adjustments.

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Boardmaker 6.0—Creating a File with Multiple Pages

1. Open Boardmaker program
2. Go to **File** and select **Print Setup**. Select the **Print Setup** button in this window. Select the:
 - ♦ Printer you will be printing to
 - ♦ The paper orientation (portrait/landscape)
 - ♦ Paper size (letter/legal)Select **OK**
3. Select **Use Printer Page** button (this will adjust page size for the selections you just made)
4. Now you have to use your math skills. Next to the boxes titled **Width** and **Height** you will change the values based on how many pages you want in your file. For example:

If the current values are Width 8" and you want 4 pages, you will double the values.
 Height 11" This would give you 2 pages across and 2 down.

Just play around with this to get a feel for it. The maximum configuration is 60" by 60".

Values will also change based on the printer you are using. When values are set, select **OK**
5. The window will now have green dotted lines indicating the multiple pages.
6. You can create buttons from scratch for a project or you can bring in a pre-made template and copy/paste it on each of the pages in the file. You can even create a poster by having text and images that span multiple pages.
7. To print, keep in mind pages are numbered left to right and top to bottom. You can print all of the pages in the file, a few, or just one. When joining pages together you will have to trim them so the images align properly.

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Boardmaker 6.0—Shuffle Feature

The instructions are provided using the shuffle feature to create cards for a bingo game. For a basic shuffle just select any group of buttons, go to **Edit** and select **Shuffle Buttons**.

1. Create a multiple page document (see previous instructions)
2. On the first page create a grid of cells
3. Fill the cells with symbols
4. Select all of the cells. Go to **Edit** and choose **Select All** or use the keyboard shortcut **Ctrl + A**
5. Go to **Edit** and select **Copy**, or use keyboard shortcut **Ctrl + C**
6. Click off of the grid to deselect it, go to **Edit** and select **Paste**, or use keyboard shortcut **Ctrl + V**
7. Boardmaker sometimes pastes the copy over the original. If necessary, click, hold, and drag the copy over to another page.
8. While all the cells are still selected (green dotted line) go to **Edit** and select **Shuffle Buttons**. The symbols will now be in a different order.
9. With those cells still selected, repeat steps 5-8 for the remaining pages.

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Boardmaker 6.0—Using Drag and Drop to Add Images

It is now easier than ever to bring images into the background, cell, or symbol finder.

Background (one time use)

Open a new document in BoardMaker

Find the image thumbnail you want to bring in on your computer (ex. My Pictures, Web Browser)
Click, hold, and drag the image onto the background—release (Holding down the **Alt** key will prevent the label from coming in with the picture). This image can be resized as well as anchored to the page (refer to manual for more info)

Button (one time use)

Find the image thumbnail you want to bring in on your computer (ex. My Pictures, Web Browser)
Click, hold, and drag the image onto the button—release (Holding down the **Alt** key will prevent the label from coming in with the picture)

Symbol Finder (to save picture in your libraries)

Find the image thumbnail you want to bring in on your computer (ex. My Pictures, Web Browser)
Click, hold, and drag the image over the symbol view area of the **Symbol Finder**—release. The **My Symbols/Mine** window will open. Give the image a new name and assign a category, click **OK**
****Not all web graphics support Drag and Drop, you will need to use copy and paste instead.**

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Boardmaker 6.0—Symbolate Feature—Basic

Use of this feature allows you to quickly and easily symbolate text from songs, stories, poems, etc.

1. Open a new document in Boardmaker
2. Click on the **Symbolate tool** (letter A and face) in the tool palette
3. Click on the page where you want to type. A **Symbolate Button** (text box) appears.
*To create a specific size button—after selecting the **Symbolate tool** you can click, hold, and drag the **Symbolate Button** on the page to the appropriate size
4. Start typing in the button. As you complete a word it is symbolized (if there is a match).
5. You can also paste text from another document, website, etc. into the button and it is immediately symbolized.
6. You can change the width of the button by clicking in the button to select it (red dotted line) then hover the arrow tool over the left or right side of the box until a double arrow appears. Then click, hold, and drag to the desired size.

To change a symbol for a word-symbol pair

- With the **Symbolate tool** selected, click on the word/symbol you want to change.
- Use the **F1** and **F2** keys to scroll forward/backward through the symbols

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Boardmaker 6.0—Symbolate Feature—Advanced

To change text

- With the **Symbolate tool** selected click on the text you want to change.
- Type the new text

To add another symbol to the word/symbol pair

- With the **Symbolate tool** selected double click on the symbol. The **Symbol Candidates** dialog box appears.
- Select **Add New Symbol** a special symbol finder window opens
- Search for the symbol and click **OK** when found

To set the default font

- Double click the **Symbolate tool**
- Go to **Text** menu and change the font and the size

To change the text but not the symbol

- Select **Symbolate tool**
- Select word to change by clicking on it
- Hold **ALT** key down and type the new word

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Boardmaker 6.0—Symbolate Feature—Advanced

To change text

- With the **Symbolate tool** selected click on the text you want to change.
- Type the new text

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Boardmaker 6.0—Other New Features

Resizing Multiple Buttons:

You can now resize a group of buttons on a page.

- Go to **Edit** and **Select All** if you want to resize all of the buttons **OR** select a few buttons to resize by clicking and dragging an imaginary box around that group of buttons with the arrow tool.
- While holding down the **CTRL** key (this will create a **red** box around the selected buttons), click, hold, and drag to resize the group of buttons.

Swapping Buttons:

- Select the first button you want to swap with the arrow tool.
- Hold the **ALT** key down and drag the button over top of the button you want to swap with.
- Release the mouse and the **ALT** key, the buttons will have changed location.

Aligning Buttons:

- Select the group of buttons you want to align
- Right click somewhere within the group of buttons
- Choose how you want the buttons aligned in the menu that appears

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Boardmaker 6.0 Tips & Tricks—Symbols pt. 1

Here are some other ways to use BoardMaker more effectively and efficiently. These tips assume that the user already has a good working knowledge of the program.

Saving Newly Created Symbols

After creating a "new" symbol in BoardMaker (making changes to a current symbol or combining symbols in a cell) you can save it to the library so you'll have it the next time you want to use it. To save it, select all items in the cell except the text. Using the arrow tool click on the first item, then holding down the **shift** key click on the additional items until all are selected. Go to **Edit** and select **Copy**. Open the **Symbol Finder Window**, go to **Edit** (it will be grayed out but you can still select it) and select **Paste**. The **My Symbols Window** opens. Type the name of your new symbol and click on **Add a Name**. Then click on **Assign Categories** and choose at least one category for your new symbol, click **OK**. Click **OK** again to exit the **My Symbols Window**.

Quick Way to Search for Symbols in a Category

Click on the **category bar** and select **clear all categories**. Then click in the box next to the category you want, such as "Animals". Click **OK**. Now you can click on the **display thumbnail view bar** (3 shapes) which opens a window with just the symbols for the category you selected (use the arrow buttons to scroll through the symbols in this window). You can quickly add the symbols to your template by right clicking on the symbol. It will be placed in the template square with the red border. If you want more control of symbol placement, left click the symbol and then click in the cell where you want the picture. Remember to select **Use all categories** when you are finished.

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Boardmaker 6.0 Tips & Tricks—Symbols pt. 2

Deleting Symbols from the Libraries

To delete symbols from the libraries (i.e. pictures of students no longer in your classroom):

1. Open the **Symbol Finder Window** and do a search for the picture so it appears in the **Symbol Finder Window**.
2. Go to **Edit** and select **Cut** and the symbol will be deleted from the library. Can also use the keyboard shortcut **Ctrl + X**.

You cannot delete original BoardMaker symbols.

Selecting a Portion of a Symbol

You can use the **marquee** (box) or **lasso** (free form) tools to select a portion of a picture in the **Symbol Finder** window to paste into a button.

1. Select the appropriate tool (**marquee/lasso**)
2. Select the part of the symbol you want and then click in the button where you want to place it.

You can also use these tools in the draw window as well.

Quick Way to Add Symbols to Templates

With the display thumbnail window open you can right click on the symbol you want and the symbol is automatically added to the cell with the red border. This works well when you are creating individual symbols and don't need to worry about what order they are in on the page since they will be cut apart.

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Boardmaker 6.0 Tips & Tricks—Text

To Set the Default Font

- With Boardmaker open and symbol finder window open—click on the tools (saw, wrench, hammer)
- Select **Language Settings** and then **Modify Chosen Language**
- Select **Choose Font**—in the window that opens, choose the font and size of text you want
- Select **OK** 3 times to exit out of the Change Symbol Finder Settings window

To Change the Font/Color/Size in All Cells

In the template window click and drag an imaginary box that touches all cells (they should all have a green border) or go to **Edit** and choose **Select All**. This will select all the cells. Go to **Text** and choose **Font**. This will open the **Font** window and you can now choose the font, color, and size of your text. Click **OK** and the text in all cells will be changed.

Quick Way to Change Font/Color/Size of Text

With a single text box or a group of cells selected, right click the mouse and in the menu you can change the size, color and font of the text.

Keyboard Shortcut to Change Text Size in a Single Text Box

With an individual text box selected you can hold the **Ctrl** key down and press the + sign repeatedly to enlarge the text. To make text smaller hold the **Ctrl** key while you press the - sign until the text is the size you want.

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Boardmaker 6.0 Tips & Tricks—Templates

No Space Between Buttons (Grid Gap)

When spraying buttons it is sometimes helpful to have no gap between the buttons, especially if you will be cutting out the pictures. To eliminate the gap: Go to **File** and select **Print Setup**. In the white boxes to the right of the **Gap Width for Sprayed Buttons** and **Gap Height for Sprayed Buttons** type in "0" (zero). Now when you spray buttons there will be no gap.

Changing Color

You can change the color of the button border, button , and background. First select what it is you want to change and then choose the color palette in the tool bar. Check to see that the top heading of the color palette indicates what you are changing (ex. Button) and then select the color from the palette. You can use the select all feature (under **Edit**) to make changes to multiple cells.

Quick Way to Delete Symbols & Text from a Template

Select the cell/s and under **Edit** choose **Clear**. This will clear all items from the cell/s selected.

To "Lock" a Board/Template

You can use this feature to protect a board or template that you've created from being changed. After completing your board/template, go to **File**, select **Save As Template**

Marcia Sterner, FDLRS Region 3 Technology Specialist 2008

Boardmaker 6.0 Tips & Tricks—Templates

No Space Between Buttons (Grid Gap)

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Boardmaker 6.0 Tips & Tricks—"Nice to Know"

Sharing Boards with Others

Did you know you can email boards? Just open a new message and attach the boards you want to send. The receiving person must have BoardMaker on their computer or they won't be able to open them. If the receiver has version 5.3 files can be exported in that format to send.

Using BoardMaker without the CD in the Drive

While using BoardMaker, should you need to use your CD drive for a different CD, as long as you keep the program open on your desktop you can remove the BoardMaker CD and the program will still work.

Importing Vector based images from BoardMaker into other programs

Have picture you want in the **Symbol Finder Window** (with the **Symbol Finder Window** active). Hold **Ctrl** and **Shift** keys down and go to **Edit-Copy** to copy the image—release both buttons. Navigate to your other document and select **Paste**. This will not work in programs that do not recognize vector based drawings.

Capturing a Picture with a Screen Shot

With the picture that you want to capture on the screen:

- Press the **Ctrl + Print Screen** key to capture the entire screen or **Alt + Print Screen** to capture just the active window. This copies the image to the clipboard.
- Open **Microsoft Paint** from the **Start** menu (Start>Programs>Accessories>Paint)
- Under **Edit** select **Paste**
- Use the **Selection Tool** to create a marquee around the portion of the picture you want
- Under **Edit** select **Copy** to copy the new image to the clipboard
- Return to **BoardMaker** and paste the image into a cell for one time use or into the symbol finder to add it to your BoardMaker libraries.

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FDLRS Region 3 Public Wiki Sites

Below is a list of all of the wikis and a description of the resources available on each one.

- fdlrsregion3thematicvisuals.wikispaces.com—50 preschool/early elementary themes including holidays, animals, basic concepts and popular books
- fdlrsregion3curriculumvisuals.wikispaces.com—supports for older students featuring biomes, natural disasters, health & safety, etc.
- fdlrsregion3literacyvisuals.wikispaces.com—word families, science/math vocabulary, flap books, antonyms, homophones, etc
- fdlrsregion3dynamicdisplaypages.wikispaces.com—screenshots of dynamic display device pages (SpringBoard, PalmTop, Dynavox) that can be used for manual communication boards and backup systems
- fdlrsregion3videotutorials.wikispaces.com—topics include Boardmaker, Microsoft Word, Windows Accessibility, etc.

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- fdlrsregion3curriculumvisuals.wikispaces.com—supports for older students featuring biomes, natural disasters, health & safety, etc.
- fdlrsregion3literacyvisuals.wikispaces.com—word families, science/math vocabulary, flap books, antonyms, homophones, etc
- fdlrsregion3dynamicdisplaypages.wikispaces.com—screenshots of dynamic display device pages (SpringBoard, PalmTop, Dynavox) that can be used for manual communication boards and backup systems
- fdlrsregion3videotutorials.wikispaces.com—topics include Boardmaker, Microsoft Word, Windows Accessibility, etc.

Marcia Sterner, FDLRS Region 3 Technology Specialist 2009

Everyone Benefits from Visual Strategies



Picture symbols are frequently used for communication on electronic devices as well as manual communication boards. Symbols placed strategically around the classroom can also be used to provide communication opportunities for nonverbal students. However, use of picture symbols can benefit all students in the classroom, even those that talk.

Visual Strategies help students:

Attend better

Know what's expected

Organize information

Recall information

Expand language

Learn

For example, visual strategies:

- Help students recall and relate an activity that has already happened. Such as something the student did over the weekend (home-school communication book).
- Allow students with word finding difficulties retrieve words when in conversation with an adult or peer.
- Help students maintain their focus on an activity such as morning circle, by having activity related picture symbols in front of them.

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Everyone Benefits from Visual Strategies—pg. 2

- Promote verbal interaction with peers.
 - Allow students to anticipate what will happen next (picture schedule).
 - Help students remember the sequence of an activity such as a classroom job.
 - Provide a visual stimulus for more complex spoken language from students who have limited verbal output. Organizing pictures on a display to follow basic sentence structure (subject-verb-object) allows them to create more complex utterances.
 - Assist students who have difficulty processing and comprehending information in organizing their spoken responses.
 - When used with storybooks, picture symbols help students remember main characters and actions and serve as visual cues when they are asked to relate parts of the story.
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- In order to be successful, visual tools must be:
 - Easily recognized
 - Easily understood
 - Accessible
 - And DURABLE!

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Visual Strategies Supports

**Laminator
& Laminating Supplies**

Oregon Laminations Co. 800-574-9814
www.oregonlam.com fax: 800-574-9815
Office Depot Catalog (available at most schools)

**BoardMaker
Software*, etc.**

Mayer-Johnson Co. 800-588-4548
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Velcro

Feiner Supply 800-645-3256
Feinersupply.com
Vel-Buy Supply 866-439-1166
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Call vendors or go online for current pricing.

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The Rules of Velcro

When using Velcro in your classroom remember these tips to ensure success.

Male Velcro—otherwise known as HOOK Velcro “travels around”. Use this on the back of symbols, manual boards, or small single-message devices you are going to mount somewhere.

Female Velcro—otherwise known as LOOP Velcro “stays at home”. Use this Velcro on walls, desks, laptrays, folder games, etc. It will serve as a home for the symbols and manual boards.

****When cutting adhesive backed Velcro, hold it with the Velcro side down and the backing side up, this will cut down on the adhesive buildup on your scissors.**

Some vendors that sell Velcro in bulk are (call for current prices):

Feiner Supply feinersupply.com

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